

Draft – For Discussion Purposes Only

Agenda for Topic Team Breakout Sessions

11am-12:30pm and 1:30pm-3pm, June 4, 2004
Coastal Hearing Room, California EPA Headquarters

11am-11:15am

Welcome and introductions

- List name and affiliation
- Pass around sign-in sheet to capture contact information/business cards

11:15am-12:30 pm

Topic Team Process Discussion

- Summary of Topic Team function and goals
- Describe the roles of the contractor, team manager, and students
- Determine team structure, timeline, and deliverables
- Determine team communication strategy

Topic Team Content Discussion

- Review and discuss list of existing issues/tasks (Key Subject Areas)
- Suggest additional Key Subject Areas
- (The manager will compile issues into a single document in real time and organize them in a coherent manner for later distribution)

12:30pm-1:30pm

Lunch—*co-chairs, team managers and EO team will have lunch on-site*

1:30pm-3:00pm

Topic Team Content Discussion (Continued)

- Prioritize Key Subject Areas
- Develop strategy to address Subject Areas
- Assess team resources and anticipate needed assistance

Time Permitting

- Establish timelines for Key Subject Areas tasks
- Begin identifying deliverables
- Assign research and work functions to willing participants for subsequent topic team meeting